

Questions and Answers for IFB #2014-01

1. Flats, as of our last visit, were not being produced in the DOR environment, would you please describe in detail how you anticipate the flats application running.
At this time flats are not being utilized at our facility. We don't anticipate incorporating them within the near future, but will like to have the capability when the time is necessary.
2. Average number of page per envelope – each envelope type (#10, 6x9 and flat)
#10 – 5 pages
6X9 – Currently not in use
Flats – TBD at a later time
3. Style and size of envelope(s)? Landscape or portrait?
Portrait
4. Anticipated volumes for each type of envelope (#10, 6x9, flats) - daily, weekly, monthly or annually?
#10 – 500,000 per month
6X9 – TBD at a later time
Flats – TBD at a later time
5. Please confirm that you will not be metering but envelopes will have indicia
This is correct we will not meter mail with this machine.
6. Anticipated date to start producing flats?
This has not been discussed and will be determined at a later time.
7. Will the envelope flap be portrait or landscape?
Landscape
8. Based upon the volume and the size of the envelopes and page counts, would you consider allowing a lower or higher cycle speed if the volumes warrant it?
Based on our current volume and the potential for increased volume a lower speed cycle than what is indicated in the specifications is not practical
9. How often do you anticipate doing a changeover from #10 to 6 x 9 to flats?
Currently #10 envelope is our highest volume; we currently do not change to 6X9 or flats.
10. Would the DOR please send samples and/or specifications for each application currently being produced?
Because of the sensitive nature of our work a sample is not feasible. We simply use the #10 envelope with a window and without a window.
11. Would the DOR please send samples and/or specifications for each application anticipated to be run?
Because of the sensitive nature of our work a sample is not feasible. We simply use the #10 envelope with a window and without a window. New applications are still a work in process.

- 12.** The IFB Bid # 2014-01 does not ask for a product name, type, model or series number for the equipment a vendor is proposing. Does the state want to know this information to do a thorough evaluation of the equipment?
The specific name, model, type and series are not a factor as long as the equipment meet or exceed the specifications.
- 13.** The IFB Bid # 2014-01 does not ask for a brochures or system information for the equipment a vendor is proposing. Does the state want this information to do a thorough evaluation of the equipment?
To not be biased we would not like a brochure of specific equipment from any vendors.
- 14.** The IFB Bid # 2014-01 does not ask for a system footprint of the proposed system. Does the state want to know this information to do a thorough evaluation of the equipment?
Based on our current equipment and our desire for the new equipment through our specifications, we are comfortable with our request.
- 15.** The IFB Bid # 2014-01 does not ask for electrical specifications of the proposed system. Does the state want to know this information to do a thorough evaluation of the equipment?
The DOR is prepared to accommodate the vendor on the electrical specification for the equipment that we select.
- 16.** The IFB Bid # 2014-01 attachment A item 8 & 9 can you explain how the paper is stacked out of the printer (face down low to high or face down high to low or face up high to low)?
The paper is stacked face up without regard to low to high or high to low.
- 17.** The IFB Bid # 2014-01 attachment A item 8 & 9 can you explain how the paper is processed today on the inserter?
The documents are placed face up and either C-fold or Z-fold.
- 18.** The IFB Bid # 2014-01 attachment A item 8 & 9 can you define the location of the current ORM marks and their definition?
The OMR mark is located in the lower left side of the document.
- 19.** Regarding the IFB Bid # 2014-01 attachment A, item 10, Does the system need to be pre-configured with the hardware to support the optional barcode symbologies or just have the capability to be upgraded to support the optional barcode symbologies?
The equipment will need to have the capability to be upgraded to support the barcode.
- 20.** The IFB Bid # 2014-01 states “letters will not be considered” Will that state allow an executive summary or equipment proposal describing the functionality of the proposed system, including information on installation, electrical requirement, space requirements and operator training? **Although not required, the vendor may include such an executive summary or equipment proposal with its IFB response. However, any information contained therein will not impact the evaluation of the bid except to the extent it provides information relating to those factors listed in Section 5.7 of the IFB.**

- 21.** The IFB Bid # 2014-01 does not require the bidder to return attachment A, as stated in Section 6.4 “Submission Format.” Would the State like the bidder to include a statement demonstrating their compliance on each specification and include this in our response?

Section 6.4 does not indicate Attachment A should be submitted as part of the bid package. But the vendor may include it, indicating the system will comply with the requests in Attachment A

- 22.** Can the state provide an estimate of expected annual or monthly volumes for 2014? Volume is defined as finished envelopes that have been processed on the new inserter as completed fully inserted envelopes with all documents and inserts.

At minimum 500,000 per month

- 23.** We would like to provide the State the benefit of our standard equipment warranty. Would the State prefer that our warranty be attached to our IFB response, or would the State like to review the warranty if we are chosen as a successful vendor?

Although not required to do so, the vendor may include the terms of its standard equipment warranty with its IFB response. However, any information contained therein will not impact the evaluation of the bid except to the extent it provides information relating to those factors listed in Section 5.7 of the IFB.

- 24.** The IFB Bid does not include terms and conditions for delivery of Service. We would like to provide the State with our service delivery terms and conditions.

The vendor shall deliver the equipment to the location specified by DOR pursuant to an agreement between DOR and the successful vendor. The vendor is expected to assume all cost for shipping and transportation. The vendor also will assume and bear any risk of loss or damage to the equipment while in transient. In addition, although not required to do so, the vendor may include its service delivery terms and conditions with its IFB response. However, any information contained therein will not impact the evaluation of the bid except to the extent it provides information relating to those factors listed in Section 5.7 of the IFB.

- 25.** Would the State prefer that our service terms be attached to our IFB response, or would the State like to review the service terms if we are chosen as a successful vendor?

Standard equipment maintenance is sufficient as long as it provides for service as indicated in Attachment A #27 and #29. In addition, although not required to do so, the vendor may include its service terms with its IFB response. However, any information contained therein will not impact the evaluation of the bid except to the extent it provides information relating to those factors listed in Section 5.7 of the IFB.